



Job Title	Legislative Assistant	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	3	Job Code	17006

Class Specification – Legislative Assistant

Summary Statement:

The purpose of this position is to support City Council by performing a variety of professional and analytical duties that include researching and analyzing policy issues; serving as an advisor to Council members; and coordinating and participating in City Council meetings.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

55%

Research and analyze complex policy issues; prepare and present alternatives, legislation, and amendments to legislation to Council members and committees; draft amendments to proposed legislation; and prepare written reports. Serve as an advisor to Council members by reviewing and evaluating existing and proposed legislation and making recommendations to shape policies that may have a significant impact on the City's resources, priorities, and direction.

25%

Coordinate and participate in Council meetings by overseeing department/agency presentations, obtaining additional information for Council members, and documenting Council direction. Review and track requests for legislation. Act as a technical expert on the City's legislative process by providing guidance to Council members and others on legislative processes and procedures.

20%

Recommend changes in procedures and processes to enhance the functioning of the legislative branch of the City and ensure that Council powers and duties granted are observed according to the Charter. Compose technical work products such as Charter memos, reports, and resolutions. Proofread and edit the technical works of others.

Competencies Required:

Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.



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Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education:

Bachelor's degree from an accredited college or university with major coursework in political science, public policy, public administration, communications, sociology, or other related field.

Experience:

Three years of full-time experience working in a research and communications intensive field including experience working with government processes.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary responsibility.



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Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2014